



U.S. Citizenship  
and Immigration  
Services

# E-Verify Overview

[www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify)

E-Verify gives me  
peace of mind  
about my workforce.

In just a few clicks,  
E-Verify quickly confirms  
an employee's eligibility  
to work in the U.S.



Scan QR code or visit  
[www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify)

**E-Verify**

Works for everyone

# Agenda

- Section I: E-Verify - The Big Picture
- Section II: E-Verify Enrollment and Use
- Section III: Additional Information

# Section I: E-Verify - The Big Picture

- What is E-Verify?
- Why use E-Verify?
- Who uses E-Verify?
- E-Verify and Form I-9

# What is E-Verify?

- **Free web-based service that's fast and easy to use**
- **Electronically verifies the employment eligibility of**
  - Newly hired employees
  - Existing employees assigned to work on a qualifying federal contract \*
- **Partnership between the U.S. Department of Homeland Security (DHS) and the Social Security Administration (SSA)**



## What is E-Verify? (con't)

E-Verify is not...

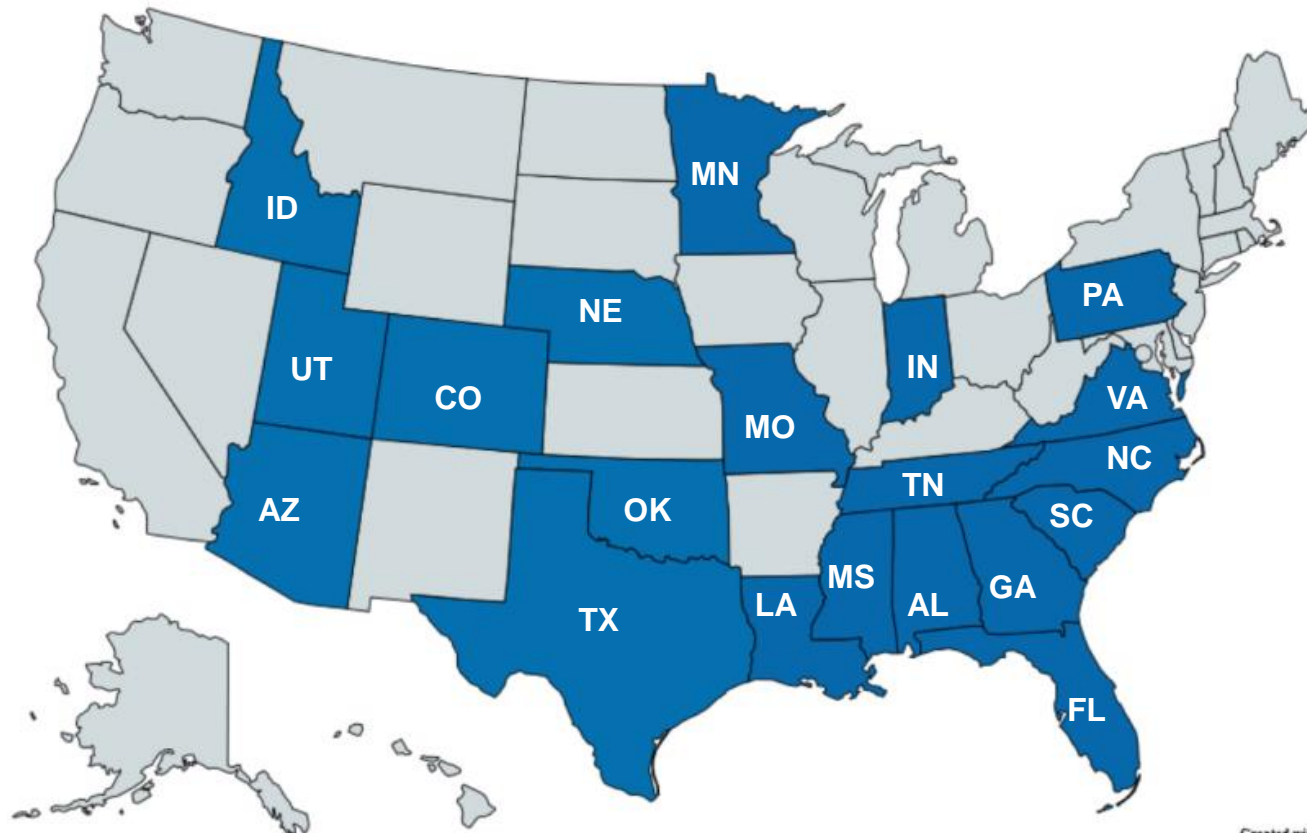
- ...a system that provides immigration status
- ...used for prescreening
- ...a safe harbor from worksite enforcement



# Why use E-Verify?

- Ensures a legal workforce
- Protects jobs for authorized workers
- Deters document and identity fraud
- Works seamlessly with Form I-9

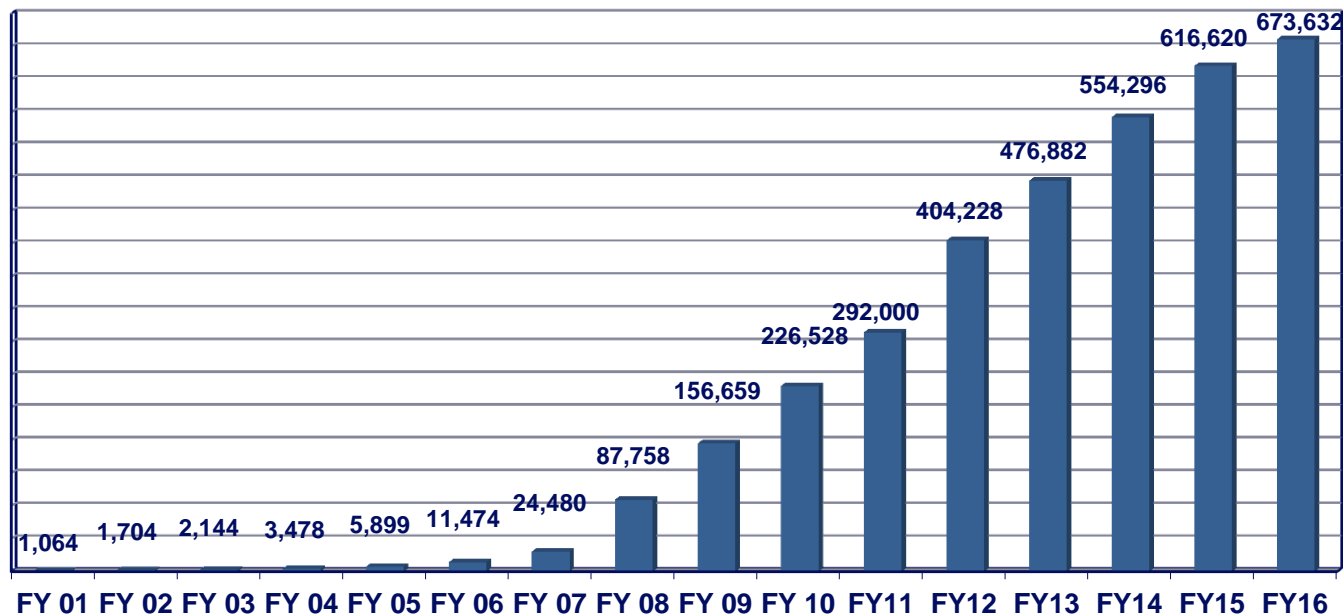
# State E-Verify Requirements



Enacted  
legislation  
requiring  
mandatory use of  
E-Verify that may  
include most  
employers,  
various public  
entities /  
contractors

Created with mapchart.net ®

# The Growth of E-Verify

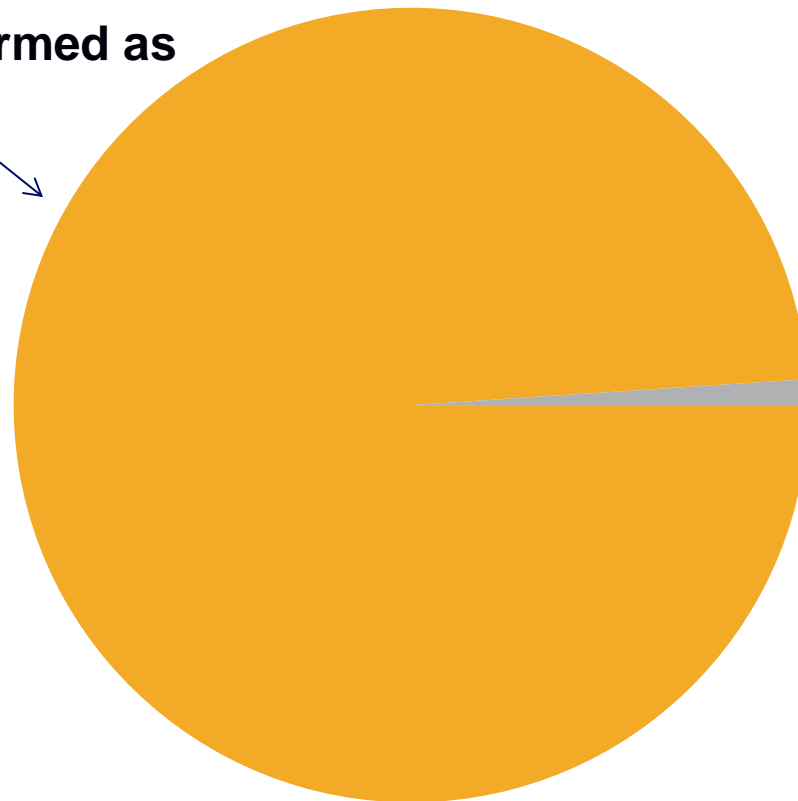


- **More than 16.4 million cases run in FY 2016**
- Employers in every industry, state and U.S. territory



# Performance

Automatically confirmed as  
work authorized  
98.78%



← Not found authorized  
1.04%

# New Form I-9

USCIS will publish the revised Form I-9, Employment Eligibility Verification form by November 22, 2016.

- Employers may continue to use the current version (03-08-2013 N) until January 21, 2017.
- After January 21, all previous Form I-9 versions will be invalid.
- Additional information about the upcoming Form I-9 changes will be provided in our November I-9 webinars.
- For more information, visit the [I-9 Central website](#).

# I-9 Process with E-Verify

I-9 Process	I-9 Process with E-Verify
Employee completes Form I-9, Section 1.	<ul style="list-style-type: none"> <li>Employee must include SSN when completing Form I-9, Section 1.</li> <li>If the employee has not been issued his SSN, complete Form I-9 as usual and attach a memo to Form I-9 indicating the reason for the delay in creating the case in E-Verify.</li> <li>If employee provides email address, employer <b>MUST</b> enter it into E-Verify.</li> </ul>
Employee chooses which acceptable document(s) to present.	<ul style="list-style-type: none"> <li>Employee chooses which acceptable document(s) to present.</li> <li>If a List B document is chosen, it <b>MUST</b> contain a photograph.</li> <li>If an employee chooses to provide a photo matching document, the employer must make a photo copy and retain with the Form I-9.</li> </ul>
Employer completes Form I-9, Section 2.	<ul style="list-style-type: none"> <li>Employer completes Form I-9 Section 2.</li> </ul>
If necessary, employer updates or re-verifies employee's work eligibility in Section 3.	<ul style="list-style-type: none"> <li>E-Verify Case Status will prompt employer to update or reverify in Section 3 or Form I-9. However, a case should <b>NOT</b> be created in E-Verify.</li> </ul>

**NOTE:** All documents must be unexpired. Names should appear on Form I-9 exactly as they appear on documents. No nicknames should be used.

# Photo Match

- Allows you to match the photo on a document to the photo that DHS has on file for that employee, and is activated automatically if an employee has presented:
  - I-551, (Permanent Resident Card)
  - Form I-766, (Employment Authorization Document), or
  - U.S. passport or passport card
- ✓ Employer cannot specifically request one of these documents

A screenshot of the E-Verify Photo Matching web interface. At the top, there are three navigation tabs: "Enter Form I-9 Information" (active), "Verification Results", and "Close Case". Below the tabs, the section is titled "Photo Matching". The text asks: "Does the photo below match the photo on the Unexpired U.S. Passport or U.S. Passport Card provided by the employee?" and instructs the user to "Select yes or no and click Continue". A small photo of a man is displayed. Below the photo is a "Click to Enlarge" link. There are two radio button options: "Yes" and "No". At the bottom right, there is a green "Continue" button. A note at the top right of the photo area says: "NOTE: If 'No Photo on this Document' appears below, select yes and click Continue".

- USCIS recently changed the appearance of certain Permanent Resident Cards (Form I-551), also known as a Green Card.
- An increasing number of green cards are being issued with the words “Signature Waived” in place of the Lawful Permanent Resident’s actual signature.
- All employers should be aware of this recent change in Green Cards when examining acceptable documents presented by workers during the Form I-9 process.
- Read the USCIS Web Alert for more information






**Please respond to the poll question  
that will pop up on your screen.**

## Section II: E-Verify enrollment and use

- How to Enroll
- When to Verify
- How to Create and Close an E-Verify Case
- Handling a Tentative Nonconfirmation (TNC)

# How to Enroll



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E-Verify

What is E-Verify?

Enroll in E-Verify

About the Program

E-Verify Webinars

Customer Support


For Employers

For Employees


For Federal Contractors

Publications


Questions and Answers




**What is E-Verify?**  
 A fast, easy way to maintain a legal workforce.



**Enroll in E-Verify**  
 Resources to Get Started



**About the Program**  
 Learn about program enhancements, Trademarks and logos



**What's New**  
 Read the latest news about E-Verify and Form I-9


Official Website of the Department of Homeland Security


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For Employees

For Federal Contractors

Publications

Questions and Answers



ENROLL NOW!

A Fast, Easy Way to Maintain a Legal Workforce

- Quickly verify any new employee's work eligibility
- E-Verify helps you maintain a legal workforce
- It's easy to learn and implement



Start Here

E-Verify (Verification Information System)

- Enroll in E-Verify**
- Log in to E-Verify
- E-Verify Employer Agent Log in

USCIS Links

- NEW** Employees Rights Interactive Online Quiz
- I-9 Central
- E-Verify Self Check
- myE-Verify
- Systematic Alien Verification for Entitlements (SAVE)
- Contact E-Verify
- Form I-9 Employee Information Sheet (110 KB PDF)
- Trademark and Logo Usage Guidelines
- Leave Feedback

E-Verify Multimedia

- Employee Rights Toolkit**
- Video: Employee Rights and Responsibilities (Short Version)

Before You Enroll

Questions before enrolling? Find your answers here:

# Access Methods

Employer	E-Verify Employer Agent	Corporate Administrator	Web Services
Allows E-Verify users in your company to electronically verify the employment eligibility of newly hired employees and existing employees assigned to a federal contract.	Select this access method if your company creates cases for client companies.	Allows you to create, manage and administer new and existing E-Verify accounts as well as create and view reports. Does <u>NOT</u> allow you to create cases.	Requires a company to develop software that interfaces with E-Verify. Web Services for Employers or Web Services for E-Verify Employer Agents

# User Roles

**Every person who uses E-Verify within a company must be registered as either a program administrator or general user.**

## **Program administrators:**

- Register new users
- Create user accounts for other program administrators and general users
- Create cases and views reports
- Update profile information for all users
- Reset user passwords

## **General users:**

- Create cases
- View cases and reports
- Update his or her own user profile



## Required Posters – Must Be Visible to Prospective Employees

### This Organization Participates in E-Verify



This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

**IMPORTANT:** If the Government cannot confirm that you are authorized to work, this employer is required to give you written instructions and an opportunity to contact DHS and/or the SSA before taking adverse action against you, including terminating your employment.

Employers may not use E-Verify to pre-screen job applicants and may not limit or influence the choice of documents you present for use on the Form I-9.

To determine whether Form I-9 documentation is valid, this employer uses E-Verify's photo matching tool to match the photograph appearing on some permanent resident cards, employment authorization cards, and U.S. passports with the official U.S. government photograph. E-Verify also checks data from driver's licenses and identification cards issued by some states.

If you believe that your employer has violated its responsibilities under this program or has discriminated against you during the employment eligibility verification process based upon your national origin or citizenship status, please call the Office of Special Counsel at 800-255-7688, 800-237-2515 (TDD) or at [www.justice.gov/crt/osc](http://www.justice.gov/crt/osc).

#### E-Verify Works for Everyone

For more information on E-Verify, please contact DHS.

**888-897-7781**

**[www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify)**

**NOTICE:**  
Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.



E-Verify is a service of DHS and SSA.  
The E-Verify logo and seal are registered trademarks of Department of Homeland Security. Other words and/or phrases are trademarks of their respective owners.

### IF YOU HAVE THE RIGHT TO WORK, Don't let anyone take it away.



If you have the legal right to work in the United States, there are laws to protect you against discrimination in the workplace.

You should know that –

- In most cases, employers cannot deny you a job or fire you because of your national origin or citizenship status or refuse to accept your legally acceptable documents.
- Employers cannot reject documents because they have a future expiration date.

- Employers cannot terminate you because of E-Verify without giving you an opportunity to resolve the problem.
- In most cases, employers cannot require you to be a U.S. citizen or a lawful permanent resident.

If any of these things have happened to you, contact the Office of Special Counsel (OSC).

For assistance in your own language:  
Phone: 1-800-255-7688 or (202) 616-5594  
For the hearing impaired:  
TTY 1-800-237-2515 or (202) 616-5525

E-mail: [oscrt@usdoj.gov](mailto:oscrt@usdoj.gov)

Or write to:  
U.S. Department of Justice – CRT  
Office of Special Counsel – NYA  
950 Pennsylvania Ave., NW  
Washington, DC 20530

U.S. Department of Justice  
Civil Rights Division

Office of Special Counsel for  
Immigration-Related Unfair  
Employment Practices



[www.justice.gov/crt/about/osc](http://www.justice.gov/crt/about/osc)

# When to Verify?

You must enter Form I-9 information into E-Verify for all newly hired employees no **later than the third business day after the employees' start date.**



## How does E-Verify work?

**START HERE. Read instructions carefully before completing this form. The instructions must be available during completion of this form.**

**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which documents they will accept from an employee. The refusal to hire an individual because the documentation presented fails a future expiration date may also constitute illegal discrimination.

**Section 1. Employee Information and Attestation** (Employers must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before providing work offer.)

Last Name (Family Name) \_\_\_\_\_ First Name (Given Name) \_\_\_\_\_ Middle Initial \_\_\_\_\_ Other Names (Last, if any) \_\_\_\_\_

Address (Street Number and Name) \_\_\_\_\_ Apt. Number \_\_\_\_\_ City or Town \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Date of Birth (mm/dd/yyyy) \_\_\_\_\_ U.S. Social Security Number \_\_\_\_\_ E-mail Address \_\_\_\_\_ Telephone Number \_\_\_\_\_

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

- ☐ A citizen of the United States.
- ☐ A non-citizen national of the United States (See instructions).
- ☐ A lawful permanent resident (Alien Registration Number/USCIS Number) \_\_\_\_\_.
- ☐ An alien authorized to work until expiration date, if applicable, (mm/dd/yyyy) \_\_\_\_\_. Some aliens may only "N/A" in this field. (See instructions).

For aliens authorized to work, provide your Alien Registration Number/USCIS Number. OR Form I-94 Admission Number.

1. Alien Registration Number/USCIS Number \_\_\_\_\_

OR

2. Form I-94 Admission Number \_\_\_\_\_

If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:

Foreign Passport Number \_\_\_\_\_

Country of Issuance \_\_\_\_\_

Some aliens may write "N/A" on the Foreign Passport Number and Country of Issuance fields. (See instructions).

Signature of Employee \_\_\_\_\_ Date (mm/dd/yyyy) \_\_\_\_\_

**Preparer and/or Translator Certification** (To be completed and signed if Section 1 is prepared by a person other than the employee.)

I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator \_\_\_\_\_ Date (mm/dd/yyyy) \_\_\_\_\_

Last Name (Family Name) \_\_\_\_\_ First Name (Given Name) \_\_\_\_\_

Address (Street Number and Name) \_\_\_\_\_ City or Town \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Signature of Employer or Authorized Representative \_\_\_\_\_ Date (mm/dd/yyyy) \_\_\_\_\_

Last Name (Family Name) \_\_\_\_\_ First Name (Given Name) \_\_\_\_\_

Employer's Business or Organization Address (Street Number and Name) \_\_\_\_\_ City or Town \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Employer's Business or Organization Address (Street Number and Name) \_\_\_\_\_ City or Town \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Section 3. Reverification and Rehire** (To be completed and signed by employer or authorized representative.)

A. New Name of appointee: Last Name (Family Name) \_\_\_\_\_ First Name (Given Name) \_\_\_\_\_ Middle Initial \_\_\_\_\_ B. Date of Rehire of appointee (mm/dd/yyyy) \_\_\_\_\_

C. If an employee's previous grant of employment authorization has expired, provide the information for the document from List A or List C. The employee must present that document when employment authorization is re-examined.

Document Title \_\_\_\_\_ Document Number \_\_\_\_\_ Expiration Date (if applicable) (mm/dd/yyyy) \_\_\_\_\_

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) have been examined and appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative \_\_\_\_\_ Date (mm/dd/yyyy) \_\_\_\_\_ First Name of Employer or Authorized Representative \_\_\_\_\_



Employment  
Authorized

TNC

DHS  
Verification  
in Process

# Initial Results

Initial verification will return one of three results in just seconds.

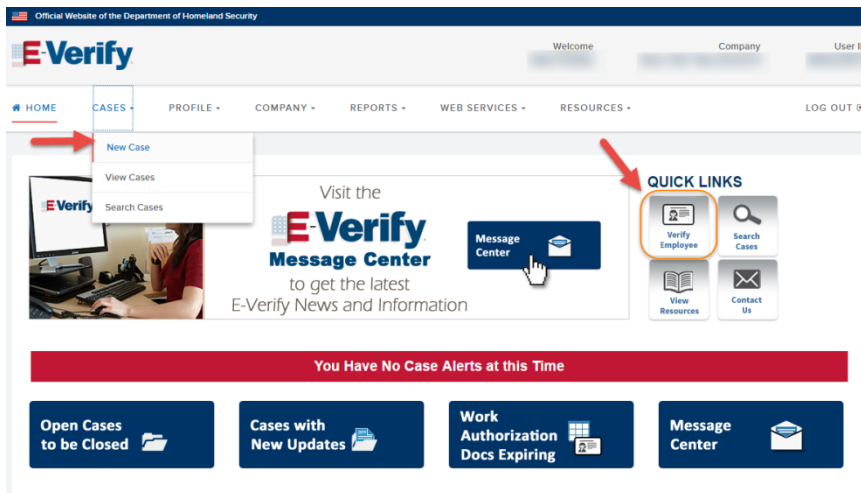
Employment Authorized	Tentative Nonconfirmation	DHS Verification in Process
The employee is authorized to work.	There is an information mismatch.	DHS will usually respond within 24 hours with either:  <b>Employment Authorized</b>  or  <b>DHS Tentative Nonconfirmation</b>



# Creating an E-Verify Case

Click on “New Case” or “Verify Employee”

From Section 1 of the employee's Form I-9,  
provide employee biographic information



Official Website of the Department of Homeland Security

**E-Verify**

Welcome [Company] User ID [User ID]

HOME CASES PROFILE COMPANY REPORTS WEB SERVICES RESOURCES LOG OUT

New Case  
View Cases  
Search Cases

Visit the **E-Verify Message Center** to get the latest E-Verify News and Information

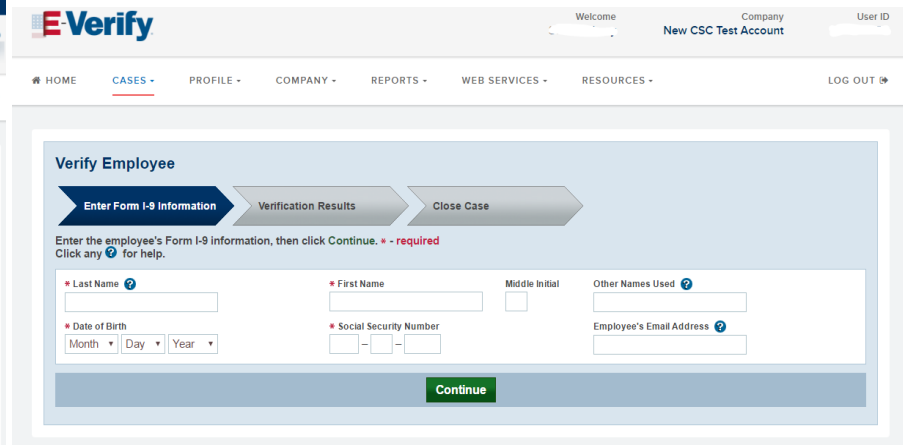
Message Center

**QUICK LINKS**

Verify Employee  
Search Cases  
View Resources  
Contact Us

You Have No Case Alerts at this Time

Open Cases to be Closed  
Cases with New Updates  
Work Authorization Docs Expiring  
Message Center



**E-Verify**

Welcome [Company] User ID [User ID]  
New CSC Test Account

HOME CASES PROFILE COMPANY REPORTS WEB SERVICES RESOURCES LOG OUT

**Verify Employee**

Enter Form I-9 Information → Verification Results → Close Case

Enter the employee's Form I-9 information, then click Continue. \* - required  
Click any ? for help.

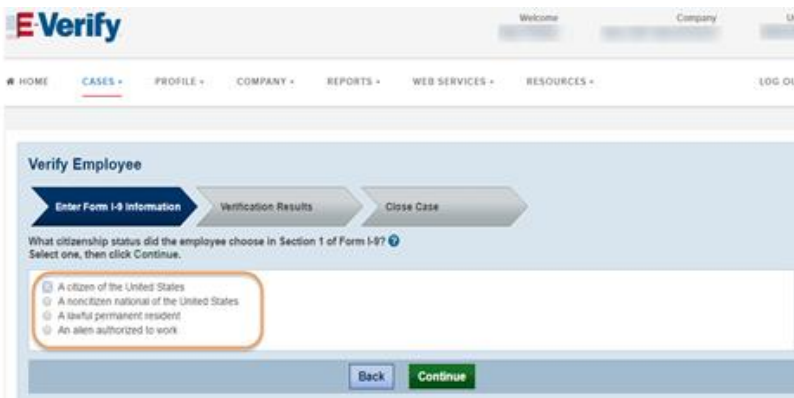
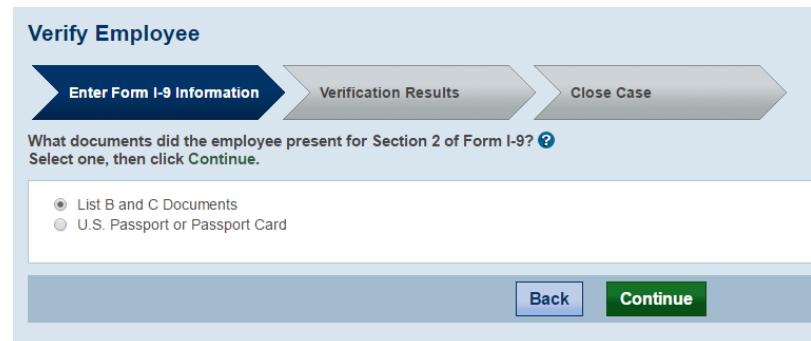
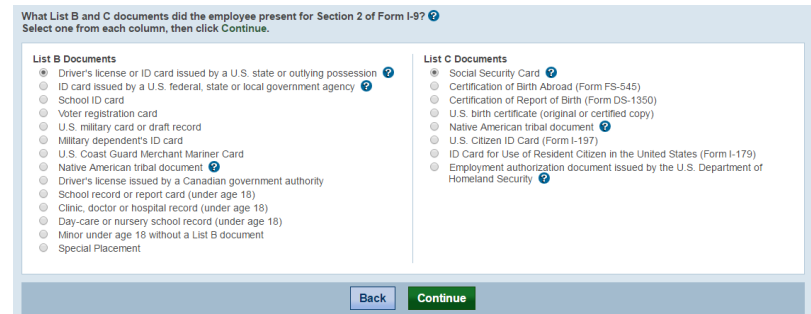
\* Last Name [Text Box] \* First Name [Text Box] Middle Initial [Text Box] Other Names Used [Text Box]  
\* Date of Birth [Month] [Day] [Year] \* Social Security Number [Text Box] Employee's Email Address [Text Box]

Continue



# Creating a Case (con't)

Select employee's citizenship status and documents from Form I-9 Section 1






# Helper Text



- To avoid an unnecessary TNC due to a name mismatch **click** the icon next to the “Last Name” field to reveal the helper text.

Official Website of the Department of Homeland Security



Welcome Company User ID

HOME
CASES
PROFILE
COMPANY
REPORTS
WEB SERVICES
RESOURCES
LOG OUT

**Verify Employee**

Enter Form I-9 Information
Verification Results
Close Case

Enter the employee's Form I-9 information, then click Continue. \* - required  
Click any ? for help.

\* Last Name ? ←

\* First Name

Middle Initial

Other Names Used ?

**Help - Complex Surnames**

1. Hyphenated names and names with apostrophes are permitted. Enter the entire surname, including prefixes or name stems (excluding periods).  
Example:

Correct
De La Cruz
O'Donoghue
Lopez-Garcia

2. Do not include suffixes. This includes Jr., Sr., III, etc.  
Example:

# Case Results/Closing a Case

## Employer Action

- Record Case Verification Number on Form I-9 and/or print out the case details and attach to Form I-9
- Ensure the information in E-Verify matches the employee's Form I-9

Official Website of the Department of Homeland Security


**E-Verify** Welcome Company User ID

HOME CASES PROFILE COMPANY REPORTS WEB SERVICES RESOURCES LOG OUT


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**Verify Employee** Employee Name Case Verification Number 2016257140917KT [View/Print Case Details](#)

Enter Form I-9 Information Verification Results Close Case

**Employment Eligibility:**  
 **Employment Authorized**  
 is authorized to work in the United States. To complete the verification process, click **Close Case**.

Last Name	First Name	Middle Initial	Other Names Used
Date of Birth	Social Security Number		Employee's Email Address
Citizenship Status A citizen of the United States	Document Type Driver's license or ID card issued by a U.S. state or outlying possession	Document Name Driver's license	Document State Nebraska
Document Number	Document Expiration Date		
Hire Date September 13, 2016	Employer Case ID		
Submitted By	Submitted On September 13, 2016		

 **Close Case**

# Records and Information from DMVs for E-Verify (RIDE)

E-Verify can now verify driver's license or state ID data.

- No Photo Match
- Launched in June 2011
- Participating states:
  - Mississippi
  - Florida
  - Idaho
  - Iowa
  - Nebraska
  - North Dakota
  - Wisconsin



# What is a Tentative Nonconfirmation (TNC)?

- A TNC means that information from an employee's Form I-9 did not match government databases.
- Note: It may not mean an employee is unauthorized to work or is present in the United States unlawfully. There are legitimate reasons why an employee may receive this result.
- Common reasons for TNCs:
  - Social Security number (SSN) does not match
  - Identification document could not be verified
  - Citizenship or immigration status changed
  - Name change was not reported
  - Name entered on I-9 is different than recorded in government databases
  - Information was not entered correctly in E-Verify



# Handling a TNC

- Employers should print the TNC **Further Action Notice** and review it with the employee promptly and privately.
- Employees have the right to contest or not contest a TNC.
- Employees who choose to contest should be provided the **Referral Date Confirmation**.

Both the TNC Further Action Notice & Referral Date Confirmation are available in several languages: [Foreign Language Resources](#)

CONTEST	NOT CONTEST
Employer <b>refers</b> employee to appropriate agency.	Employer may terminate the employee and close the case in E-Verify.

# TNC – Step 1

**Verify Employee**

Employee Name

Case Verification Number

View/Print Case Details

Enter Form I-9 Information

Verification Results

Close Case

**Employment Eligibility:**

SSA Tentative Nonconfirmation (TNC)

The name and/or date of birth entered for this employee did not match SSA records.

This does NOT necessarily mean that the employee is not authorized to work in the United States; however, additional action is required.

Employers must allow the employee to contest a TNC and may not take adverse action against the employee because of the TNC while the employee is contesting the TNC and the E-Verify case is pending.

► To begin the TNC process click, **Continue**.

If you created this case in error or no longer need to continue this verification, click **Close Case**.

To return to this case at a later time, click **Save Case and Exit**.

Close Case

Save Case and Exit

Continue

# TNC – Step 2

Verify Employee

Employee Name

Case Verification Number

[View/Print Case Details](#)

Enter Form I-9 Information

Verification Results

Close Case

Employment Eligibility:

SSA Tentative Nonconfirmation (TNC)

TNC Process

Review the SSA TNC Further Action Notice with the employee. Follow the steps listed below.

1

Print the SSA TNC Further Action Notice.

SSA TNC Further Action Notice

Choose which language to print

English

Print Notice

2

Review the SSA TNC Further Action Notice privately with the employee. Ensure that you and the employee sign and date the SSA TNC Further Action Notice.

3

Indicate that the employee has been notified by selecting the check box below.

Confirm Employee Notification

☐ I have notified this employee of the TNC.

4

If the employee:

Chose to CONTEST the SSA TNC, click **Refer Case**.

Chose to NOT CONTEST the SSA TNC, click **Close Case**.

If you created this case in error or no longer need to continue this verification, click **Close Case**.

To return to this case at a later time, click **Save Case and Exit**.

Close Case

Save Case and Exit

Refer Case

PRESENTATION

DATE

#


31


# TNC – Step 3

**Verify Employee**

Employee Name


Case Verification Number


 [View/Print Case Details](#)

Enter Form I-9 Information 


**Verification Results**

Close Case

**Referral Date Confirmation**  Choose which language to print

 Employee Referred to SSA

English

 [Print Confirmation](#)

This employee has been referred to SSA on **October 04, 2016**. Select a language and print the Referral Date Confirmation. Provide this to the employee who has contested this SSA TNC. Inform the employee that he or she has until **October 17, 2016** to contact SSA.


**Check for Case Status Updates**

E-Verify will update the employee's case status by **October 20, 2016**. E-Verify will alert you of an update through the case status alert feature on the E-Verify home page. Be sure to log in to E-Verify periodically — you'll need to close the case once it is updated with a final status.


To reprint the SSA TNC Further Action Notice, click **Reprint Notice**.

**SSA TNC Further Action Notice** Choose which language to print

English

 [Reprint Notice](#)

To return to the E-Verify home page, click **E-Verify Home**.

If you created this case in error or no longer need to continue this verification, click **Close Case**. 

To begin a new case, click **New Case**.

E-Verify Home

Close Case

New Case





U.S. Citizenship  
and Immigration  
Services

# Further Action Notice



## Further Action Notice

U.S. Department of Homeland Security Tentative Nonconfirmation (DHS TNC)

Employee's Last Name, First Name	Last Four Digits of Employee's Social Security Number
Employee's A-Number	Employee's Document Number
Date of DHS Tentative Nonconfirmation	Case Verification Number
Reason for this Notice:	

### EMPLOYER INSTRUCTIONS:

- Review this Further Action Notice in private with the employee as soon as possible.  
**IMPORTANT:** If the employee does not speak English as his or her primary language or has a limited ability to read or understand the English language, also provide the employee with a translated version of this Further Action Notice. Translated versions are available in the 'View Essential Resources' section of E-Verify. If the employee cannot read this document for some other reason, provide the information in an alternative format.
- Check that all of the information at the top of this Further Action Notice is correct. If this information is incorrect, close this case in E-Verify and create a new case with the correct information.
- Ask the employee to indicate whether he or she will contest the DHS Tentative Nonconfirmation (DHS TNC) by signing and dating Page 2 of this Further Action Notice, and then sign and date below as the employer.
- Give the employee a copy of the signed Further Action Notice in English (and a translated version, if appropriate) and attach the original to the employee's Form I-9.
- Log in to E-Verify and search for this case using the information above. Follow the instructions in E-Verify to refer the case to DHS. If the employee contests the TNC, or close the case if the employee does not contest the DHS TNC. If the employee chooses not to contest the DHS TNC, you may terminate his or her employment and close the case in E-Verify.  
**IMPORTANT:** If the employee contests the DHS TNC, refer the case to DHS, print the Referral Date Confirmation from E-Verify, provide it to the employee, and instruct the employee to contact DHS within 8 Federal Government working days as specified in the Referral Date Confirmation.

### For Photo Mismatch ONLY

Complete this Further Action Notice and send a copy of it with a copy of the employee's photo document to DHS. Either attach and submit a digital copy of the photo document in E-Verify or send a paper copy to DHS via an express shipping carrier of your choice. Do NOT send the copies through regular United States Postal Service mail.

Express Shipping Carrier Address	Attach and Submit Electronically
U.S. Department of Homeland Security- USCIS 10 Fountain Plaza, 3rd Floor Buffalo, NY 14202 Attn: Status Verification Office - Photo Matching	Make a digital copy of the employee's photo document (e.g. with a scanner or a camera) and save it to your computer. Then attach and submit the copy in E-Verify.

### Employer Signature and Date

I have notified this employee of the DHS Tentative Nonconfirmation and provided the employee with a copy of this Further Action Notice.

Employee's Name	Employer Representative's Name
Date	Employer Representative's Signature

Page 1 of 3 | Further Action Notice - DHS TNC | Revision Date 07/14/15

[www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify)



### EMPLOYEE INSTRUCTIONS:

#### Why you received this Further Action Notice

Your employer participates in E-Verify, a program managed by the U.S. Department of Homeland Security (DHS) and the Social Security Administration (SSA). E-Verify compares the information you provided on Form I-9, Employment Eligibility Verification, with records available to DHS to verify that you are authorized to work in the United States.

You received this Further Action Notice from your employer because E-Verify provided a result of DHS Tentative Nonconfirmation (DHS TNC). A DHS TNC means that the information entered into E-Verify by your employer does not match records available to DHS. A DHS TNC does not necessarily mean that you gave incorrect information to your employer or that you are not authorized to work in the United States. Visit the [For Employees](http://www.dhs.gov/E-Verify) pages at [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify) to learn the reasons you may have received a DHS TNC.

#### What you should do:

- Check that the information on Page 1 of this Further Action Notice is correct. If it is not correct, provide the correct information to your employer. Your employer should close this E-Verify case and use the corrected information to create a new case.
- Decide if you will contest (take action to resolve) the DHS TNC and inform your employer of your decision.  
**IMPORTANT:** If you decide not to contest the DHS TNC, your case will become a Final Nonconfirmation, which means that your employer may terminate your employment.
- Select your decision to contest or not contest and sign and date this Further Action Notice below. If you decide to take action to contest the DHS TNC, to begin to resolve the DHS TNC, you must contact DHS within 8 Federal Government working days from the date your employer refers your case in E-Verify.  
**IMPORTANT:** Review Page 3 of this notice for important information about employer responsibilities and your rights.

#### Select box, sign and date below:

I choose to: (check one)

- ☐ **CONTEST** (take action to resolve the DHS TNC)
- ☐ **NOT CONTEST** (not take action to resolve the DHS TNC)

Employee's Signature

Date

#### What you must do to take action to resolve the DHS TNC:

- Call DHS at 888-857-7781 (TTY: 887-875-6025) within 8 Federal Government working days from the date your employer refers your case to DHS to begin to resolve your case. Your employer must give you a Referral Date Confirmation, which will tell you the date by which you must contact DHS.  
**Foreign Students and Exchange Visitors Only:** DHS cannot resolve this case if your Student Exchange Visitor Information System (SEVIS) record is incorrect. Before you call DHS, try to contact your Designated School Official or Responsible Officer and ensure your SEVIS record is correct.
- Have this Further Action Notice when you call DHS. DHS may ask you to provide additional information or documents to resolve your case. If you need assistance in a language other than English, you may ask the E-Verify customer representative for an interpreter.  
**NOTE:** Since you received a DHS TNC from E-Verify, your immigration records could be incorrect. Correcting your immigration records can prevent DHS TNCs. Once you successfully resolve a DHS TNC, you may wish to take additional action to correct your immigration records. You may review the fact sheet "How to Correct Your USCIS Records after Resolving a Tentative Nonconfirmation in E-Verify," found at <http://www.uscis.gov/e-verify/employees/how-correct-your-immigration-records>. This fact sheet provides information on several options to correct your DHS record.

To check the status of your case visit myE-Verify at <https://selfcheck.uscis.gov/selfcheck/USCaseTracker>.

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[www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify)

## How to Correct Your Immigration Records after Resolving a Tentative Nonconfirmation in E-Verify Fact Sheet



# Referral Date Confirmation



## Referral Date Confirmation

Social Security Administration Tentative Nonconfirmation (SSA TNC)

E-Verify Case Verification Number: 2016278124852RC

Employee Name: [REDACTED]

Your employer referred your E-Verify case to SSA after you decided to contest (take action to resolve) an SSA Tentative Nonconfirmation (SSA TNC). This document confirms that your case was referred to SSA.

### What you should do

Visit an SSA field office **within 8 Federal Government working days**, by 10/17/2016 (MM/DD/YYYY), to begin to resolve the SSA TNC. If you have not received the SSA TNC Further Action Notice from your employer, contact your employer immediately to obtain this notice.

The SSA TNC Further Action Notice includes information about your E-Verify case and which documents you need when you visit SSA. You must have the SSA TNC Further Action Notice when you visit SSA.

If you do not take action **within 8 Federal Government working days**, by 10/17/2016 (MM/DD/YYYY), a Final Nonconfirmation will be issued and your employer may terminate your employment. Employers must allow you to contest an SSA TNC and may not take adverse action against you because of the SSA TNC while you are contesting the SSA TNC and your E-Verify case is pending.

### For More Information

If you have questions about what to do, contact E-Verify at 888-897-7781 (TTY: 877-875-6028) or email [E-Verify@dhs.gov](mailto:E-Verify@dhs.gov). If you need assistance in a language other than English, you may ask the E-Verify customer representative for an interpreter. For more information on E-Verify, including our privacy practices and program rules, visit the E-Verify website at [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify).

# Results after TNC

You should check E-Verify periodically for one of the following responses:

**Employment Authorized**

**Review and Update Employee Data**

**Case in Continuance**

**DHS Verification in Process**

**DHS No Show**

**Final Nonconfirmation**

# Check Status of a TNC

Official Website of the Department of Homeland Security



Welcome

Company

User ID

HOME

CASES

PROFILE

COMPANY

REPORTS

WEB SERVICES

RESOURCES

LOG OUT



Visit the  
**E-Verify**  
**Message Center**  
to get the latest  
E-Verify News and Information

Message  
Center



## QUICK LINKS



Verify  
Employee



Search  
Cases



View  
Resources



Contact  
Us

You Have No Case Alerts at this Time

Open Cases  
to be Closed



Cases with  
New Updates



Work  
Authorization  
Docs Expiring



Message  
Center



## Section III: Additional Information

- Employer Responsibilities
- Features
- Enhancements
- Engagement
- Resources

# Handling a TNC Employee Rights

- The employee has eight federal government workdays from the referral date to visit or call the appropriate agency to start to resolve the discrepancy.
- The employee continues to work during the TNC resolution process.
- Federal law prohibits employers from terminating employment of an employee because of an interim case result until the TNC becomes a Final Nonconfirmation.
- [Know Your Rights Quiz](#)
- [myE-Verify Case Tracker](#)





# Employer Responsibilities

- Employers must not:
  - Use E-Verify to pre-screen employment applicants
  - Use E-Verify selectively; E-Verify must be used for all new hires
  - Influence or coerce an employee's decision whether to contest a TNC
  - Terminate or take adverse action against an employee who is contesting a TNC
  - Ask for additional documentation after obtaining a TNC for an employee



**Follow all the rules and  
guidelines outlined in  
the E-Verify  
Memorandum of  
Understanding**

# Federal Contractors



## Federal Contractor?

### Here's some important information for you!

As of September 8, 2009, federal contractors and subcontractors are required to use E-Verify for all new hires and existing employees working on federal contracts if their contract includes the Federal Acquisition Regulation (FAR) E-Verify clause. E-Verify is a fast, free and easy to use Internet-based system that allows employers to verify the eligibility of their employees to work in the United States.

#### What Contracts are Affected by the FAR E-Verify Clause?\*

##### Prime Contracts

- Value above \$150,000
- Period of performance of 120 days or more, and
- At least some of the contract work is performed in the United States

##### Subcontracts

- Value of more than \$3,000
- Contract is for commercial or noncommercial services or construction, and
- At least some of the contract work is performed in the United States

##### Indefinite Delivery/Quantity Contracts

- Existing contract
- Period of performance extends at least six months after 9/8/2009
- Substantial amount of work or number of orders expected during remaining performance period, and
- Contract may be bilaterally modified to include the FAR E-Verify clause

\* Commercially available off the shelf (COTS) items or services are not subject to the FAR E-Verify clause.

As of September 8, 2009, the Federal Acquisition Regulations (FAR) final rule requires federal contractors (and subcontractors) to use E-Verify to verify their employees' eligibility to work legally in the United States.

# What is myE-Verify

myE-Verify is a new, web-based free service for employees to participate in the E-Verify process.


- Access Self Check to confirm your work eligibility
- Create a myE-Verify account
- Protect your identity
- Learn about your rights



## Stay Up to Date



**NEW** Follow [www.Twitter.com/EVerify](http://www.Twitter.com/EVerify) to receive updates and tips on Form I-9, E-Verify, myE-Verify, Self Check, employee rights and more.

- Subscribe to [e-newsletter E-Verify Connection](#) and visit our websites
  - [www.uscis.gov/I-9Central](http://www.uscis.gov/I-9Central)
  - [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify)
  - E-Verify [What's New](#)
  - E-Verify [Monitoring and Compliance](#)
  - [www.uscis.gov/myE-Verify](http://www.uscis.gov/myE-Verify)
- Submit an idea [E-Verify Listens](#)
- Like [USCIS on Facebook](#) 
- Read [E-Verify blogs](#)
- [E-Verify Employers Search Tool](#)



# E-Verify Outreach

- Free Customized Webinars
- Content for your newsletters
- Authorization to use the E-Verify® Logo and Name and I E-Verify Seal
- Add E-Verify to your job announcements
  - Example: “Our company uses E-Verify to confirm the employment eligibility of all newly hired employees. To learn more about E-Verify, including your rights and responsibilities, please visit [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify).”





# Educational Videos

## Video: How to Create a Case

Civil Rights (Request copies by emailing [E-Verify@dhs.gov](mailto:E-Verify@dhs.gov)):

- [Video: E-Verify Employee Rights and Responsibilities](#)
- [Video: E-Verify Employer Responsibilities and Worker Rights](#)

View the videos at:

- [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify) or [www.youtube.com/ushomelandsecurity](http://www.youtube.com/ushomelandsecurity)

NEW: Form I-9 Vignettes

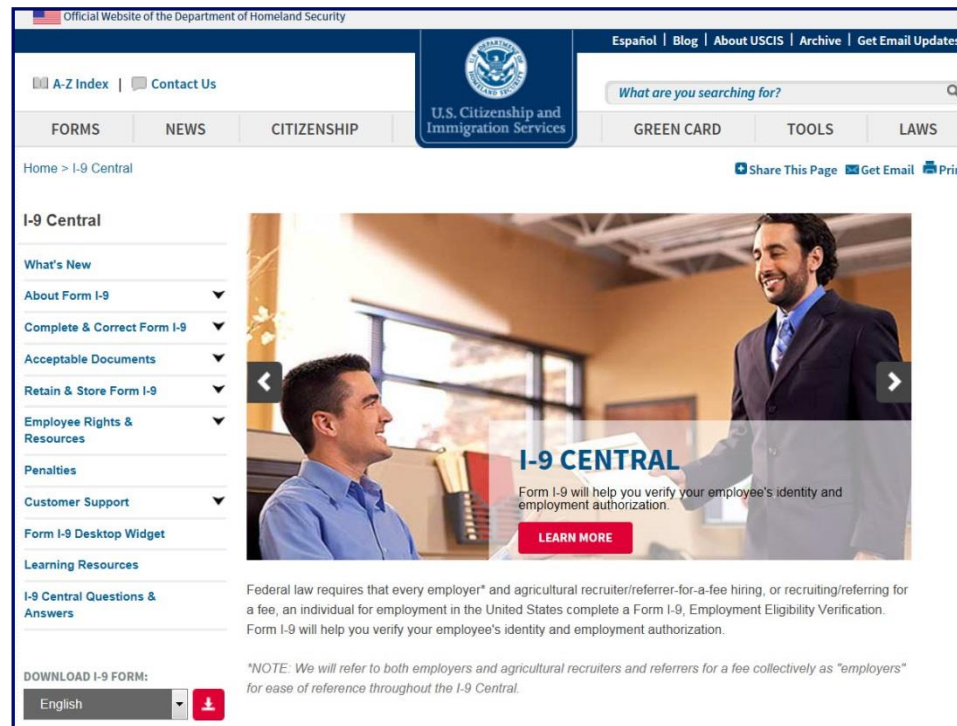
- [Video: How to Complete Section 1](#)
- [Video: How to Complete Section 2](#)
- [Video: How to Complete Section 3](#)

[Form I-9 Webinar On-Demand](#) and NEW: [E-Verify Webinar On-Demand](#)

[Video: E-Verify for Business Leaders](#)

# I-9 Central

I-9 Central: [www.uscis.gov/I-9Central](http://www.uscis.gov/I-9Central)



The screenshot shows the official website of the Department of Homeland Security, specifically the I-9 Central page. The header includes the U.S. Citizenship and Immigration Services logo and navigation links for Español, Blog, About USCIS, Archive, and Get Email Updates. A search bar is present with the placeholder text "What are you searching for?". Below the header, there are tabs for FORMS, NEWS, and CITIZENSHIP. The main content area features a large banner image of two men in an office setting, with the text "I-9 CENTRAL" and "Form I-9 will help you verify your employee's identity and employment authorization." A "LEARN MORE" button is visible. To the left of the banner, there is a sidebar with a list of links: What's New, About Form I-9, Complete & Correct Form I-9, Acceptable Documents, Retain & Store Form I-9, Employee Rights & Resources, Penalties, Customer Support, Form I-9 Desktop Widget, Learning Resources, and I-9 Central Questions & Answers. At the bottom of the sidebar, there is a "DOWNLOAD I-9 FORM:" section with a dropdown menu set to "English" and a download icon. A note at the bottom of the main content area states: "\*NOTE: We will refer to both employers and agricultural recruiters and referrers for a fee collectively as 'employers' for ease of reference throughout the I-9 Central."

I-9 Central Spanish: [www.uscis.gov/i-9Central/Espanol](http://www.uscis.gov/i-9Central/Espanol)

# Office of Special Counsel (OSC)

The anti-discrimination provisions of the INA are enforced by:

**Department of Justice**

**Civil Rights Division**

**Office of Special Counsel for**

**Immigration Related Unfair Employment Practices**



- Employees may contact the [Office of Special Counsel \(OSC\)](#) to obtain additional information regarding employment discrimination and employee rights and responsibilities\*

**1-800-255-7688 (TDD: 1-800-616-5525)**

- Employers may also contact OSC\*

**1-800-255-8155 (TDD: 1-800-362-2735)**

\*callers may remain anonymous

See [OSC's "Employer Dos and Don'ts."](#)

# Customer Service

E-Verify received the highest rating for customer service of all federal agencies.

(2013 American Customer Satisfaction Survey)

- **Employer Hotline: (888) 464-4218**
- **Employee Hotline: (888) 897-7781**
- **Form I-9 E-Mail: [I-9Central@dhs.gov](mailto:I-9Central@dhs.gov)**
- **E-Verify E-Mail: [E-Verify@dhs.gov](mailto:E-Verify@dhs.gov)**
- **Form I-9 Website: [www.uscis.gov/I-9Central](http://www.uscis.gov/I-9Central)**
- **E-Verify Website: [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify)**

# Disclaimer

**Immigration law can be complex and it is not possible to describe every aspect of the process.**

**This presentation provides basic information to help you become generally familiar with rules and procedures.**

**For more information on the law and regulations please see our Web site: [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify).**



# Feedback COMMENTS ON OUR WEBINAR?

Send to:

**[E-VerifyOutreach@uscis.dhs.gov](mailto:E-VerifyOutreach@uscis.dhs.gov)**

**\*Include date, time and topic of the webinar**

**THANK YOU!**

**[www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify)**